

## **PNC/XOR Shipping Instructions**

### **Getting Started**

Shipping forms can be obtained from Michael Pape (office 435-E007). A stack of these is also kept on the shelves just outside the door to this office. Assistance in preparing your shipment can be provided by almost any member of the PNC staff. Please note that shipments can sometimes take time to process, particularly when shipping large or heavy containers or hazardous chemicals.

### **Payment Information**

Generally, shipping and related charges are billed to an APS user account. If you don't have an account, please call the User Office at 630-252-9090. They can tell you who to contact to get one set up. If you would like to charge your shipment to an existing account with Fed Ex or UPS, please note this on the shipping form and provide your account number.

### **Packing your materials for transport**

The ANL Shipping Department opens all packages and inspects the contents thoroughly before sending them on their way. Keep this in mind not only when packing, but when filling out the shipping form. Some general rules for packing include the following:

- 1.) Most importantly, chemicals and other potentially harmful items must be safely packed in compatible containers and sealed so that an inspector is not put at risk.
- 2.) Do not pack incompatible chemicals in the same box. For example, do not put oxidizing substances in the same box with flammables. If possible, pack chemicals with similar hazards in the same box.
- 3.) Your items must be easy to identify and check off from the manifest by someone who has never seen them. When shipping more than just a few items, use a numeric or alpha-numeric system to label individual containers, and correlate these labels with line items on the manifest.
- 4.) MSDSs are required for all chemical shipments. A printed copy must be provided for each item. If none exists for a specific substance (i.e. a naturally-occurring mineral or a newly-synthesized compound), an MSDS which covers the predominant hazard or most hazardous constituent may be required. Please consult with a PNC staff member if you have questions.

### **Filling out the Shipping Form**

The following fields must be completed on the shipping form:

- 1.) Date – The current date
- 2.) Ship to – Name of company, institution or recipient (if shipping to an individual)

- 3.) Address – In many cases, a P.O. Box is not sufficient. Please provide a street address.
- 4.) City – Also include the province, if applicable
- 5.) State (and country if not shipping to the US)
- 6.) Zip Code (or international postal code)
- 7.) Attention – Name of the contact person (recipient) at the final destination
- 8.) Date Required at Destination – Your requested delivery date.  
Descriptive phrases like “ASAP”, “Please Ship Next Day Air” or “No Rush” are also acceptable.
- 9.) Cost Code – Your APS User Account number
- 10.) Requestor’s Name – your name
- 11.) International Phone Number – Phone number at which you (or the recipient) can be reached
- 12.) Reason for Shipment – Usually check “other”, and fill in “Return to owner”
- 13.) Description – A separate printed list can be provided in lieu of filling out this section. This can also be very helpful when there are multiple line items. Information required in this section includes:
  - a. Item No – Each box or outer container should be labeled with a number (i.e. “Box 1 of 3”)
  - b. Qty. – Quantity for each line item listed
  - c. Description – Written description for each item
  - d. Value – You may assign a dollar value for each line item, or just a total for each box. A dollar value (US) is required for most shipments.
- 14.) Hazard Information – Each hazard class in the list must be checked either “yes” (this hazard exists in the shipment) or “no”. If possible, please indicate the hazard class(es) of each individual line item. This is easier if a printed list is included. ***Please be aware that hazardous substances must be declared as such on the shipping form. Failure to do so can result in severe civil and/or criminal penalties.***

### **What now?**

When you’ve completed all of the above, please see Michael Pape or any PNC representative for a preliminary inspection of your package(s) and paperwork. When everything is in order, we’ll take it from there.